

# Data Planning Template

Module 4 | Document your project's data: what you collect, where it comes from, how it's stored, and privacy considerations

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## Section 1: Data Inventory

List every piece of data your project uses.

Data Item	Source	Type	Required?

**Source options:** User Input | API | Public Dataset | Generated (computed)

**Type options:** Text | Number | Date | Yes/No | Image/URL | Other

## Section 2: Data Schema (Tables and Fields)

Draw or describe your tables, fields, and relationships.

TABLE 1:

Field Name	Data Type	Notes (validation, default, etc.)

TABLE 2:

Field Name	Data Type	Notes (validation, default, etc.)


**TABLE 3:**

Field Name	Data Type	Notes (validation, default, etc.)

**RELATIONSHIPS:**

How do your tables connect? (e.g., "Habits.habit\_id → DailyLogs.habit\_id (one-to-many)")


### Section 3: Validation Rules

For each field, define how to keep data clean.

Field	Input Method	Validation Rules

**Input methods:** Text field | Dropdown | Date picker | Number input | Checkbox | Auto-generated

### Section 4: Privacy Plan

Privacy Checklist
<ul style="list-style-type: none"><li>■ I only collect data my project actually needs (data minimization)</li><li>■ I know where every piece of data is stored and who can access it</li><li>■ If others use my project, I've written a plain-language privacy notice</li><li>■ I'm not collecting sensitive data (health, financial, location) from other people</li><li>■ I have a plan for what happens to data if I stop maintaining the project</li></ul>

**PLAIN-LANGUAGE PRIVACY NOTICE (if your project will be used by others):**


**FIELDS REMOVED AFTER PRIVACY AUDIT (list any data you decided not to collect):**


### Section 5: Storage and Access

Where is data stored?	
Who has access?	

<b>Is it backed up?</b>	
<b>Sharing settings?</b>	

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This template is your data foundation for the rest of the course. Reference it when building, and update it if your schema changes.